



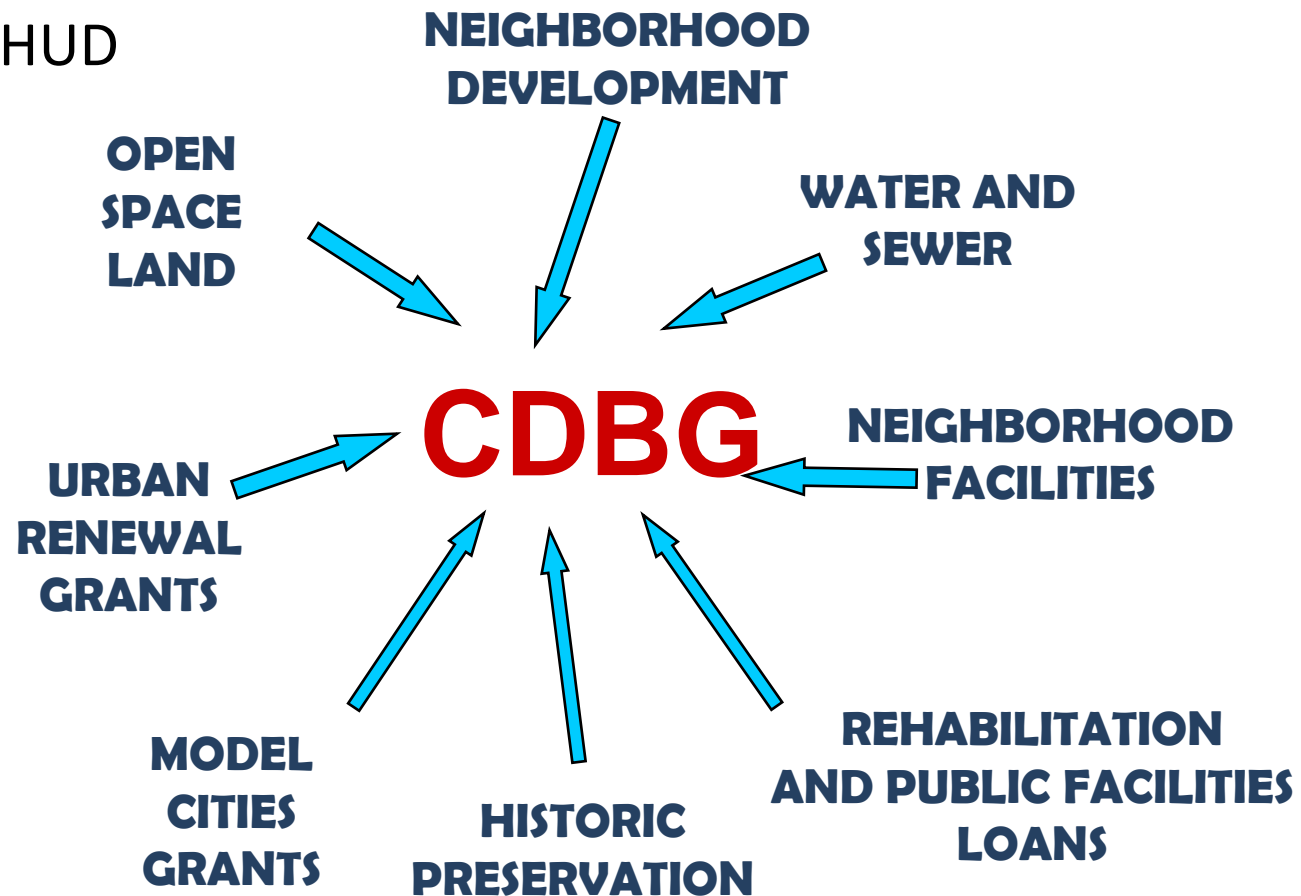
FY 2015 CDBG RFP MANDATORY WORKSHOP

AGENDA

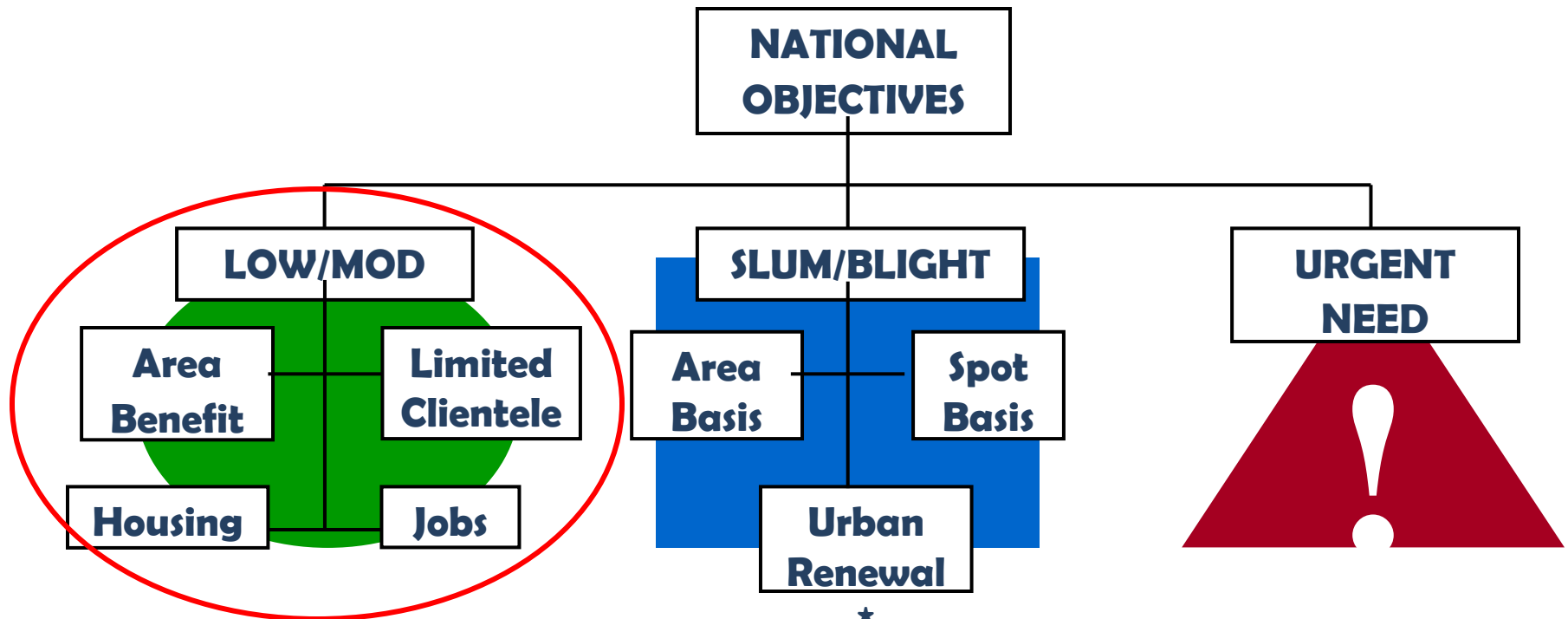
- Introductions/General Information
- Fair Housing & Section 504 Compliance
- RFP Submittal Checklist and Forms
- Fiscal Requirements
- Any questions regarding applications to CDBG@sandiego.gov

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)

- Federal Entitlement
- Administered by HUD
- 24 CFR Part 570

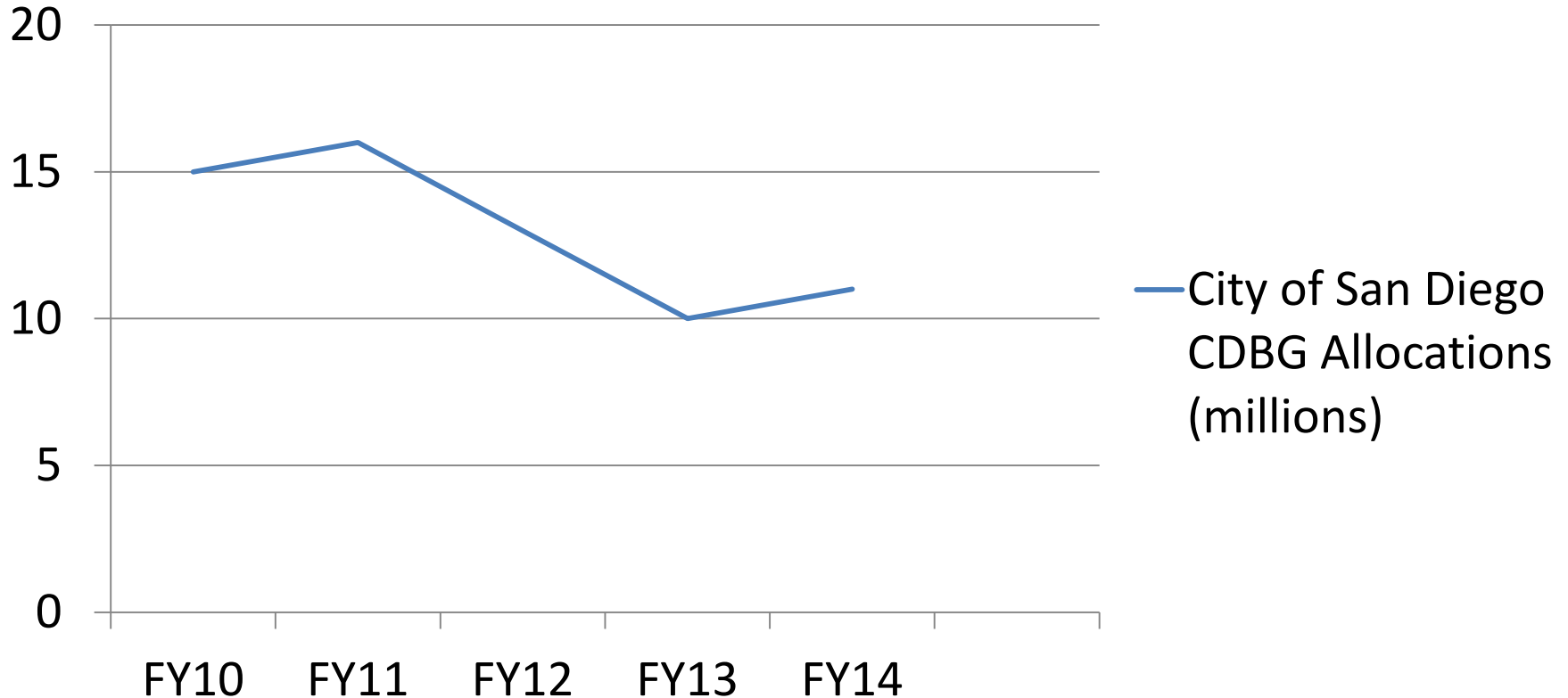


National Objectives (24 CFR 570.208)





City of San Diego CDBG Allocations



Estimated FY 2015 CDBG RFP process:

- \$6.9 million – CIP and CED Projects
- \$296K – Public Services Projects

FY 2015 CDBG RFP FUNDING ELIGIBILITY:

- Applicants must attend the mandatory RFP Workshop and sign-in
 - Attendance by grant writers on behalf of an applicant does not satisfy the applicant attendance requirement
- Applications must be complete and demonstrate compliance with HUD regulations and City policies
- Refer to the FY 2015 CDBG RFP Handbook for applicable regulations and policies

- Links to all documents are on the CDBG website (www.sandiego.gov/cdbg)
- Questions must be submitted no later than **January 24, 2014 noon** to CDBG@sandiego.gov
- One-on-one technical assistance available through January 24, 2014 at 3:00pm, except January 20, 2014 (holiday)
 - Requests will be accepted on first-come, first-served basis and are not guaranteed if requests are made on January 23rd or 24th

- Complete RFP Submittal packets must be received by the CDBG Program Office **no later than 3:00 PM January 27, 2014**
- Faxed, e-mailed or applications received after the designated deadline will not be reviewed and will not be considered for funding
- **Visit the CDBG website frequently for updates**

PUBLIC SERVICES & COMMUNITY/ECONOMIC DEVELOPMENT

- Minimum funding request - \$50,000
- Project activity must be ready to start on July 1, 2014 and be completed by June 30, 2015
- For Microenterprise Assistance, 100% of the clients assisted must be LMI individuals
- For Direct Homeownership Assistance, 100% of the households assisted must be LMI households
 - Income verification and documented; presumed LMI does not apply

ALLOCATION/FUNDING AWARD PROCESS (JAN-MAR)

- Eligible RFP submittals given to ad hoc committees of the Consolidated Plan Board (CPAB) – Week of 02/03/14
- FY 2015 CDBG RFP Applicant public testimony will be accepted at CPAB's regularly scheduled meeting – 02/12/14
- Scoring results submitted to CDBG Program Office – Week of 03/03/14
- Public meeting of CPAB to discuss and approve scoring results and funding recommendations
- CPAB to present FY 2015 CDBG scoring results and funding recommendations to City Council – Late March 2014

NOTE:

- RFP Scoring criteria provided in the **FY 2015 CDBG RFP Handbook** (Appendix C)
- FY 2015 City of San Diego CDBG Entitlement amounts have not yet been released by HUD
 - Funding recommendations will be based on applying a 5% reduction to the City's FY 2014 CDBG Entitlement award
- A CDBG allocation ward does not authorize commencement of activities
- Funds are disbursed on a reimbursement basis



FY 2015 CDBG RFP MANDATORY WORKSHOP

RFP Submittal Packets

**Public Services Projects
Community/Economic Development Projects**

GENERAL INFORMATION

- Page limits – The intent is to provide the requested response in the space provided
- Format – Utilize the required font
- *Type response here:* Bullet points, numbering, insertion of tables permissible (formatted for such)
- Any questions regarding applications to CDBG@sandiego.gov

SUBMITTAL CHECKLIST

- Completeness – applicants' responsibility
- Sections
 - RFP Checklist, RFP Form, Supplemental Information Form
 - Fiscal Documents
 - Certifications
 - Agency Documents – Updates only
 - Project-Specific Requirements
 - Optional Documents

A. APPLICANT AGENCY INFORMATION

- Ensure the Funding Request information matches the information provided in D.1. of the RFP Form (Page 9)
- Ensure complete and accurate information is listed in all three Contact Information section
 - Distribution of correspondence from the CDBG Program Office regarding the RFP process will be limited to those listed
 - Any updates during the RFP process should immediately be provided by sending notification to CDBG@sandiego.gov

B. GENERAL PROJECT INFORMATION

- B.1. Relationship to the FY 2015-FY 2019 Consolidated Plan Goals
- B.2. Project Target Population
 - *Identified as highly vulnerable populations: Seniors; Food Insecure Households; Youth*
- B.3. Project Benefit to Low and Moderate-Income Individuals/Households
 - LMA Information
 - LMC Information

- B.4.a. Must list a minimum of one measurable outcome
 - Outcome statements describe the benefits or positive or positive changes experienced by the target population as a result of the proposed project (e.g., the project's results)
 - Details are required to quantify how many individuals or households will realize each outcome, and how each outcome will be measure and documented
 - Must also describe the project benefit in relation to funding request

C: PROPOSED PROJECT CATEGORY INFORMATION

- C.1.a. – Select one listed category that is most appropriate for the proposed project; if none appears appropriate, select “Other” and enter a category title for your project
- C.1.b. – Provide a brief summary of the proposed project, then detailed descriptions as listed for each activity/service that the project will provide

- C.1.d. – “new service” refers to one that was not funded with City of San Diego FY 2014 CDBG funds
- C.1.e. – “existing service” refers to one that was funded with City of San Diego FY 2014 CDBG funds
- C.1.f. – Fees are referenced in the Scoring Criteria under “Activity/Timeliness”

D. PROJECT BUDGET INFORMATION

- D.1.a. and D.1.b. – Indicate whether project activities will be completed by Subcontractors and/or Consultants and whether the project will collaborate with other service providers to achieve the stated outcomes
- If yes to either or both, provide detailed descriptions



THE CITY OF SAN DIEGO

*Community Development Block Grant Program (CDBG) - Economic Development Division
Department of Planning, Neighborhoods & Economic Development*

FY 2015 REQUEST FOR PROPOSAL (RFP) FISCAL REQUIREMENTS

PUBLIC SERVICES / COMMUNITY AND ECONOMIC DEVELOPMENT PROJECTS



*Community Development Block Grant Program (CDBG) - Economic Development Division
Department of Planning, Neighborhoods & Economic Development*

CDBG FISCAL ROLES

A. RFP PROCESS

B. CONTRACT / RFR (Request For Reimbursement) PROCESS

C. MONITORING PROCESS

D. TECHNICAL ASSISTANCE



A. RFP PROCESS

GENERAL OVERVIEW

- Audited Financial Statements and signed Tax documents were submitted at the RFQ phase of application process.
- 3 Month Cash Rule determines the Agency's maximum CDBG request amount for all projects.
- No advances will be provided.
- Must be financially capable to perform services on reimbursement basis.
- RFP fiscal budgets will be used in contract process.



A. RFP PROCESS

Cash Flow Determination

- The financial documents, single audit and tax forms are used to determine the agency's **cash flow**.
- 3 months of cash or cash equivalents is required.
 - Cash Equivalents in accordance to GAAP (Generally Accepted Accounting Principles) is:
 - Short Term (3 months or less).
 - Highly Liquid Investments.
 - Treasury bills, commercial paper & money market funds.

Note: Accounts Receivables/Lines of credit are not considered cash.



A. RFP PROCESS

3 Month Cash Rule

- 3 months of cash required based on the amount of funds requested:
 - 1st month to spend funds.
 - 2nd month to prepare reports to submit for reimbursement with supporting documentation.
 - 3rd month: completion of review and processing reimbursement.



A. RFP PROCESS

CASH BALANCE CALCULATION

THREE MONTH CASH RULE TEST

Balance Sheet -

Audited Financial

Statements

FY 2012 CY _____ Page # 8

Agency Cash Balance

100,000

**A. Multiply Agency Cash
Balance by 4 = Cash available
for project(s)**

400,000

**(This is the maximum amount that an Agency
can apply for all projects combined.)**



A. RFP PROCESS

Single Project Request Example

THREE MONTH CASH RULE TEST

| | | |
|--|---|----------------|
| List the amount of FY 2015 CDBG funding applied for Project #1 . | <input checked="" type="checkbox"/> PS/CED <input type="checkbox"/> CIP | 200,000 |
| List the amount of FY 2015 CDBG funding applied for Project #2 . | <input type="checkbox"/> PS/CED <input type="checkbox"/> CIP | |
| List the amount of FY 2015 CDBG funding applied for Project #3. | <input type="checkbox"/> PS/CED <input type="checkbox"/> CIP | |
| B. Sum all the amounts for FY 2015 CDBG funding request(s) | | 200,000 |

Compare Agency Cash Balance Available (Item A) with Total FY 2015 CDBG Funding Request (Item B):

Item A Item B Difference



A. RFP PROCESS

Single Project Request Example

THREE MONTH CASH RULE TEST

C. Analyze Results

1- If difference is a positive amount or equals \$0, the Agency is eligible to apply for all amounts.

2- If difference is a negative amount, the Agency has the options below:

The Agency can adjust any of the FY 2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:

A) EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE PROJECT CATEGORIES, AND

B) CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2015 CDBG FUNDING REQUEST.



A. RFP PROCESS

Budget Review

FUNDING REQUEST INFORMATION

| | |
|---|-----------|
| <i>Total amount of CDBG funding requested in this RFP:</i> | 200,000 |
| <i>Total amount of funding secured for this proposed project:</i> | 1,100,000 |
| <i>Total cost to complete this proposed project:</i> | 1,559,056 |

**Secured
Funding 1,100,000**

**Unsecured
Funding 459,056**



A. RFP PROCESS

Budget Review

1. Total Project Information

| | AMOUNT SECURED | AMOUNT NOT SECURED | % OF TOTAL BUDGET |
|---------------------------------------|-------------------|--------------------------|-------------------------|
| FY 2015 CDBG Request from City | | 200,000 | 12.83% |
| HOME | - | - | 0.00% |
| ESG | - | - | 0.00% |
| HOPWA | - | - | 0.00% |
| Other Federal Funds | 450,000 | - | 28.86% |
| State/Local Funds | 650,000 | - | 41.69% |
| Private Funds | - | 259,056 | 16.62% |
| Agency Funds | - | - | 0.00% |
| TOTAL PROJECT FUNDING | 1,100,000 | 459,056 | 100% |
| % of TOTAL PROJECT FUNDING | 70.56% | 29.44% | |

Total cost to complete this proposed project: 1,559,056



A. RFP PROCESS

Budget Review

2. Proposed FY 2015 CDBG Project Budget Information

a. *List the FY 2015 CDBG Personnel Budget for the proposed Public Service project.*

| Position Title | CDBG AMOUNT (SALARY/WAGES + FRINGE) | % OF TOTAL |
|----------------------------|---|---------------|
| Position A | 25,000 | 12.50% |
| Position B | 38,000 | 19.00% |
| TOTAL PERSONNEL | 63,000 | |



A. RFP PROCESS

Budget Review

2. Proposed FY 2015 CDBG Project Budget Information

b. List the FY 2015 CDBG Non-Personnel Budget for the proposed Public Service project.

| LINE ITEM/TYPE | CDBG AMOUNT | % OF TOTAL |
|--|----------------|----------------|
| Supplies/Postage /Publications/Printing: | 5,000 | 2.50% |
| Rent/Lease (Project Operations): | 11,000 | 5.50% |
| Utilities/Telephone: | 8,000 | 4.00% |
| Maintenance/Repair: | 3,000 | 1.50% |
| Transportation (Project Staff): | 7,000 | 3.50% |
| Transportation (Clients): | 15,000 | 7.50% |
| Consultant Services/Professional Services: | 30,000 | 15.00% |
| Other Expenses: Food for Clients | 48,000 | 24.00% |
| TOTAL NON-PERSONNEL | 127,000 | 63.50% |
| Indirect Cost/Administrative Overhead: (Capped at 15% of CDBG budget) | 10,000 | 5.00% |
| TOTAL CDBG PROJECT BUDGET | 200,000 | 100.00% |



A. RFP PROCESS

Fiscally Complete Submittal

- The total of all CDBG project budget request amounts can not exceed the maximum Agency cash available amount as determined by 3 month rule calculation.
- Total Project Budget Amount matches on Page 1 and 9 of the RFP.
- Total CDBG Project Budget Amount matches in Page 1 and 10 of the RFP.
- Indirect Costs/Administrative Overhead budget line item meets the 15% cap.



B. CONTRACT/RFR PROCESS

Contract

RFP budget sections will be used in the contract budget process.

RFR: Request For Reimbursement

Reimbursement claims will be reviewed in accordance to the executed contract budget and justifications.

NOTE: if chosen for funding, mandatory workshops will be held for Contract and RFR process.



C. MONITORING PROCESS

- Fiscal Monitoring IS REQUIRED by entitlement grantees.
 - Once - Every two years.
 - Playing by the Rules Handbook for CDBG Subrecipients is the basis for review.
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf
 - Concentrate on Chapter 2 Financial Management.
- The visit will also include, review of the following:
 - Requests For Reimbursement (RFR).
 - Cost allocation plan.
 - Spending pattern, timeliness of submission, and other contractual requirements.



D. TECHNICAL ASSISTANCE

- Please direct any RFP questions, after this workshop, to the CDBG Program e-mail address listed below by **Noon 1/24/14**.
- The CDBG Program office will provide a 30 minute, one-on-one technical assistance (TA) to any agency during Monday through Friday from 01/13/14 through 01/24/13 on a first-come, first-serve basis.
- **Note: TA will not be offered on 01/20/14 since City offices are closed in observance of the Martin Luther King Jr. holiday and the last TA appointment will be 3pm 1/24/14.**
- Send an e-mail request for TA to the address below to schedule an appointment.
- cdbg@sandiego.gov